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**Ears Legal Evaluator Training  
October 16-18, 2002  
Columbia, South Carolina**

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**Agenda**

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**Wednesday, October 16, 2002**

8:00 - 8:30 A.m.	<b>Registration</b>
8:30 - 8:45 A.m.	<b>Opening Remarks</b>
8:45 - 9:15 A.m.	<b>Welcome and Introduction to the Evaluation Program</b>
9:15 - 9:45 A.m.	<b>Remarks by the Director, EOUSA</b>
9:45 - 10:00 A.m.	<b>Break</b>
10:00 - 10:45 A.m.	<b>Overview of Evaluation Process and Procedures</b>
10:45 - 12:00 P.m.	<b>Protocol of Evaluations</b>
12:00 - 1:15 P.m.	<b>Lunch</b>
1:15 - 1:45 P.m.	<b>Pre-evaluation Materials and Analysis</b>
1:45 - 3:15 P.m.	<b>Use of Management Survey and Work Plan</b>
3:15 - 3:30 P.m.	<b>Break</b>
3:30 - 4:30 P.m.	<b>Evaluating Workload and Productivity</b>
4:30 - 5:00 P.m.	<b>Wrap-up and Questions</b>
5:00 P.m.	<b>Adjourn</b>

**Thursday, October 17, 2002**

8:30 - 10:00 A.m.	<b>Writing the Evaluation Report</b>
10:00 - 10:30 A.m.	<b>Break and Move to Breakouts</b>

10:30 - 12:15 P.m.	<b>Breakout Groups: Using the Work Plan– Practical Exercises and Report Writing</b>
12:15 - 1:30 P.m.	<b>Lunch</b>
1:30 - 3:00 P.m.	<b>Writing Seminar</b>
1:30 - 3:00 P.m.	<b>Flu Red Flags (Paralegals Only)</b>
3:00 - 3:20 P.m.	<b>Break</b>
3:20 - 4:30 P.m.	<b>Writing Seminar (Continued)</b>
4:30 P.m.	<b>Team Leader Meeting</b>
4:30 P.m.	<b>Adjournment for Remaining Students</b>

**Friday, October 18, 2002**

8:30 - 9:15 A.m.	<b>Evaluating Security</b>
9:15 - 9:45 A.m.	<b>Red Flag Program</b>
9:45 - 10:00 A.m.	<b>Break</b>
10:00 - 10:45 A.m.	<b>New Initiatives of the Evaluation Program</b>
10:00 - 10:45 A.m.	<b>New Initiatives of the Evaluation Program (Continued)</b>
10:45 - 11:30 A.m.	<b>Closing/wrap-up</b>